



ARMY CONTRACTING AGENCY (ACA)

NEWLETTER

“OUR TEAM IS GROWING”

Volume 1, Issue 6

October 2002

Greetings from the Acting Director



On October 1, 2002, Secretary of the Army, Thomas White, officially activated the Army Contracting Agency (ACA). As we begin this fiscal year as a new organization, I want to personally welcome you to what will become the Army's premier customer support agency.

Many of you worked directly with the transition team in standing up the new agency. Others have shouldered the work that normally was done by transition team members. Most of you have participated in one way or another, responding to our countless requests for information, informing our customers, helping us identify all the many things we needed to do and just getting the business of contracting done. Everyone has been working under new and challenging circumstances; I appreciate all the effort and hard work.

The ACA was established to reshape contracting and make a difference for the Army, to improve quality of contracts, save time, save money, and improve processes. The Army Chief of Staff, General Eric Shinseki, at our recent Acquisition Excellence conference, reflected on the one-year anniversary of the attacks we suffered on September 11, 2001. “More than any other reason,” he said, “the memory of those who lost their lives that day and the troops who have gone into harm's way, some giving their last full measure in the days since, are our strongest arguments for a sense of urgency

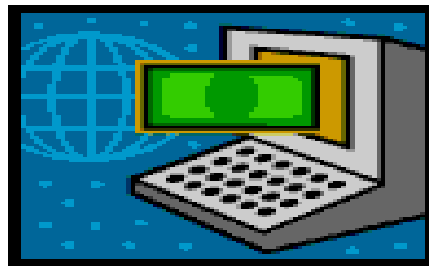
to transform. We must get this right.”

Transformation is the Army’s number one priority. Standing up the ACA is part of the greater Army transformation. My vision for the ACA is that we will be a customer support organization, leading the Army in efficient and effective contracting -- a professional team that is committed to innovation and excited about helping commanders achieve their mission. We will reshape our business processes, find ways to support our customers better, and be part of the Army’s march toward achieving the objective force. These changes are not just what we want to do - they are what we must do if we are to succeed.

Remember, customer service is our number one priority. The soldier is our customer. The taxpayer is our customer. Our suppliers are our customers. And never forget, we are each other’s customers, too.

Welcome to all who are or will become part of the Army Contracting Agency and I look forward to working with all of you in the coming year.

Sandy Sieber
Acting Director, ACA



ACA Strives to Turn-off the Paper to DFAS

In November of 2001, the Army signed a Memorandum of Agreement (MOA) with DFAS to establish a process to reduce the reliance on paper and improve the way we do business. These paperless business processes include the use of Electronic Document Access (EDA) to view electronic copies of contract documents over the Internet and the transmittal of contract data using Electronic Data Interchange (EDI) into the Army payment system. The MOA establishes the standards and procedures used to certify sites as paperless contracting offices. Once certified, paperless contracting offices are no longer required to send paper copies of contract actions to DFAS.

To become certified, contracting offices must establish and consistently use processes that achieve certain levels of electronic system performance. They include:

- 90% of contract documents are posted to the EDA site within 4 days of the SPS signature/release date, and 95% within 10 days of the signature/release date.
- 100% of all documents failing the electronic submission process are submitted to DFAS as a hard copy within 10 working days.
- 100% of all contract information and index values/ fields match the image displayed on EDA.
- The interface process to the vendor pay system is run at least once a week. (We recommend it be sent daily)
- Contracts are consistently edited using the Army SPS Integrity Tool.
- EDA problems are researched within 5 business days.

The MOA, checklists, and the site certification schedule can be downloaded from Army Knowledge Online (AKO) by going to the ACA Community (listed under Acquisition) and selecting the Business Systems Management Directorate. Look for the files in the Paperless Contracting Certification Directory. You may need to self-register to access this site.

The Army Contracting Agency is committed to turning-off paper to DFAS over the next 12-18 months. This is a huge undertaking that will require a lot of dedication and hard work by everyone. Achieving this goal will be a major step towards realizing DoD's electronic end-to-end procurement process. Already, Fort Campbell, Rock Island and Fort Lewis, have met the standard and are certified paperless contracting offices. Eisenhower has also met the standard to become a paperless contracting office and certifications are pending. The ACA leadership challenges your contracting office to become a certified paperless contracting office as well.

LTC Jesse Stone
Director, Business Systems

October is Disability Awareness Month

National JWOD Week provides an opportunity for community rehabilitations programs and federal customers to recognize the Javits-Wagner-O'Day Program. In particular, ACA employees can ensure that purchases that are on the procurement list for JWOD are utilized.

This year, in coordination with the Committee for Purchase From People Who Are Blind or Severely Disabled and National Industries for the Blind (NIB), ACA is encouraging its associated community contracting offices with JWOD Program contracts to contact their requiring activities and invite them to visit and view - first hand - the JWOD Program at work in their community.

If you have any questions about these materials, please contact Eric Beale of the JWOD Program Staff at (703) 603-7743, if you would like additional information,

including catalogs and videos. You may also call to arrange for a JWOD briefing or to suggest new products or services you may wish to procure through JWOD.

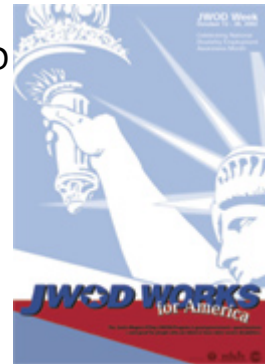
- [2002 JWOD Week Resource Guide - Available on www.NISH.org](#)
- [Federal Customers - How to Obtain JWOD Week Information](#)
- [JWOD Week Federal Events - A New Focus](#)
- [Public Policy Activities Planned for JWOD Week](#)

2002 JWOD Week Resource Guide - Available on www.NISH.org

[The 2002 National JWOD Resource Kit](#) will be distributed in hard copy in early September. [The Resource Kit](#) comes with printed copy that is also found on a CD that accompanies the Kit. The CD files are accessible to people with visual disabilities.

The resource kit contains specific "how to" information for DOCs/Regions regarding outreach to our requiring activities and contains:

- Key facts and figures about the JWOD Program
- Questions and Answers about the JWOD Program geared to issues of interest to the community
- Sample press and media releases
- A sample proclamation for public policy makers



National JWOD Week
Resource Kit



“TRAINING OPPORTUNITIES”

The DAU Continuous Learning Center is pleased to announce the availability of two new Continuous Learning Online Modules offering entitled:

- Commercial Item Determination: Executive Overview
- Commercial Item Determination

The new modules are available to all users of the [DAU Continuous Learning Center](http://clc.dau.mil) at <http://clc.dau.mil>.

Commercial Item Determination: Executive Overview Description:

The Commercial Item Determination: Executive Overview module is a self-paced course, comprised of three lessons. It presents an executive overview to the Commercial Item Determination Course, which explores the commercial item determination process as outlined in the Commercial Item Determination Handbook. The Handbook is a practical reference tool for use in commercial item acquisitions. DoD has designed this course to aid acquisition personnel in developing sound business strategies for procuring commercial items by gaining a clear understanding of the guidance and tools contained in the Commercial Item Determination Handbook.

The average cumulative time for course completion is 30 minutes, which is equivalent to .5 Continuous Learning Points (CLPs). You may take this self-paced course over time, returning to your last accessed page when convenient.

Commercial Item Determination Description:

The Commercial Item Determination module is comprised of ten lessons. It will explore the commercial item determination process as outlined in the Commercial Item Determination Handbook. The Handbook is a practical reference tool for use in commercial item acquisitions.

DoD has designed this course to aid acquisition personnel in developing sound business strategies for procuring commercial items by gaining a clear understanding of the guidance and tools contained in the Commercial Item Determination Handbook. The average cumulative time for course completion is three and a half hours, which is equivalent to 3.5 Continuous Learning Points (CLPs). You may take this self-paced course over time, returning to your last accessed page when convenient. The course includes periodic review questions and a post-test. The post-test requires a minimum score of 80% and may be taken as many times as necessary. A certificate of completion is available at the conclusion of a successful post-test. Upon earning the certificate, it is available anytime in your personal student transcript. Student transcripts are found in the Administration Building / Student Records / Student Transcripts. Just select the course title hyperlink to obtain the certificate.

To access these modules, go to the DAU Continuous Learning Center at <http://clc.dau.mil>, to access the modules for credit, login using your Login ID and Password, select the "Learning Center" and then select the "Course Information & Access" link. For information about each module, select the computer icon next to the module title. To launch the module, select the module name from the list of modules.

For additional assistance or questions, feel free to contact the DAU CLC administrator at daucclteam@meridianksi.com.

-The DAU CLC Team



Halloween Safety

Halloween is a cherished tradition but the excitement of the night can cause children to forget to be careful. There is no real "trick" to making Halloween a real treat for the entire family. The major dangers are not from witches or spirits but rather from falls and pedestrian/car crashes. Many communities officially designate a "Beggars' Night" and assign specific hours for trick-or-treat activities.

Both children and adults need to think about safety on this annual day of make-believe.

Motorists: The National Safety Council urges motorists to be especially alert on Halloween

- Watch for children darting out from between parked cars
- Watch for children walking on roadways, medians and curbs.
- Enter and exit driveways and alleys carefully.
- At twilight and later in the evening, watch for children in dark clothing.

Before children start out on their "trick or treat" rounds, parents should:

- Make sure that an adult or an older responsible youth will be supervising the outing for children under age 12.
- Plan and discuss the route trick-or-treaters intend to follow. Know the names of older children's companions.
- Instruct your children to travel only in familiar areas and along an established route.
- Teach your children to stop only at houses or apartment buildings that are well lit and **never** to enter a stranger's home.
- Establish a return time.
- Tell your youngsters not to eat any treat until they return home.
- Review all appropriate trick-or-treat safety precautions, including pedestrian/traffic safety rules.

"HAIL & FAREWELLS"

Welcome to LTC(P) Richard O'Keeffe, who has been assigned as Chief Counsel, U.S. Army Contracting Agency (ACA). LTC O'Keeffe will provide legal advice to the Director and Headquarters staff, ACA, and will supervise all subordinate legal offices within the Agency. Prior to assuming these duties, LTC O'Keeffe: served as Chief, Procurement Fraud Division, U.S. Army Legal Services Agency.

ACA TRANSITION TEAM NEWSLETTER POINTS OF CONTACT

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A Word from the Editor

We would like to involve our readers in playing a more active role in guiding the publication. As always, we continue to invite our readers to provide their ideas, views, and opinions. If you have comments and/or suggestions for the newsletter on how we can continue to improve the publication, please don't hesitate to let me know. email your comments to Shirlee.Knickerbocker@SAALT.army.mil or call me at DSN 761-7555.

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Army Contracting Agency (ACA) Newsletter – Volume 1, Issue 6